Cline Library: Code of Conduct

Cline Library at Northern Arizona University (NAU) serves a community of scholars and students. This code of conduct is intended to ensure Cline Library can provide an environment conducive to scholarly activity and helps library staff ensure the safety of all library users.

All Cline Library users are subject to this code of conduct as well as policies set forth by the Arizona Board of Regents, NAU and all applicable federal, state and local laws.

Violation of any portion of this code of conduct, including non-compliance with a library staff member’s request, may subject the offending party to suspension from the facilities and privileges of the library, trespass order, or other disciplinary action, or to liability for loss or damage.

The following policies are not comprehensive and Cline Library reserves the right to address user conduct as necessary.

1. Behavior Expectations

1.1 Attire
Users should wear proper attire, including shirt and shoes, at all times, for reasons of public health and safety. Users in violation of this policy may be asked to leave.

- Cline Library reserves the right to define proper attire.
- Cline Library reserves the right to ask users who are not properly attired to leave.
- Failure to comply with library rules or to cooperate with staff members in their enforcement of these rules may result in the loss of library privileges.

1.2 Criminal Behavior
Criminal behavior includes violation of federal, state and local laws. Cline Library will coordinate with the NAU Police Department when criminal behavior is witnessed. Users involved in criminal behavior will be asked to leave.

Criminal behaviors include but are not limited to:

- Graffiti or other property damage.
- Theft, burglary, or robbery.
- Assault.
- Drug and alcohol intoxication, possession, or use.
- Public sexual Indecency.
- Harassment.
- Firearm possession.
- Sexual exploitation of a minor which includes using “visual or print medium in which minors are engaged in exploitative exhibition or other sexual conduct.”
1.3 Disruptive Behavior
Disruptive behavior is an act by an individual or group that disrupts the library’s overall learning environment or its normal working operations. Library users engaged in disruptive behavior may be asked to leave.

Disruptive behaviors include but are not limited to:

- Conduct that inhibits or interferes with others’ research and study.
- Speech or action that is disrespectful or offensive to others.
- Misuse of building space, equipment, or furniture.
- Non-compliance with a library staff member’s request regarding behavior.

1.4 Food and Drink
Food and drinks are allowed in Cline Library. Alcohol is prohibited.

Library users should:

- Be considerate of the next user and leave library materials and furniture in a clean condition.
- Dispose of waste in the appropriate recycle and landfill bins.

Catering: Food for a group meeting or event held in one of the library’s spaces should be coordinated with NAU Sodexo Catering.

1.5 Hygiene
A library user whose hygiene that interferes with other users’ ability to learn and study, may be asked to leave and return when corrective action has been taken.

1.6 Restrooms
Bathing or other misuse of restrooms is prohibited.
1.7 Sleeping
Sleeping is not allowed for safety and security reasons. Cline Library is open for research and study purposes, and visits with intent to sleep are prohibited. Library users in violation of this policy may be asked to leave.

1.8 Solicitation and Tabling
Solicitation is not allowed in Cline Library. This does not include tabling by NAU/CCC affiliates.

- Tabling in Cline Library by NAU/CCC affiliates is allowed with permission. Please contact the Head of User Services and Experience at 928-523-9229 or the Library’s Director of Communication and Development at 928-523-0342 for permission.
- Due to the library’s limited space, tabling requests are reviewed on a case by case basis.

1.9 Tobacco
Northern Arizona University recognizes tobacco use as a public health hazard and prohibits smoking and all other tobacco use on its campuses and in its facilities and vehicles. Tobacco use is prohibited in and outside of Cline Library. Users in violation of this policy may be asked to leave.

Examples include but are not limited to:
- Smoking
- Vaping
- Smokeless tobacco

https://nau.edu/university-policy-library/tobacco-free-campus

1.10 Unattended Belongings
Users are responsible for their belongings. Personal items should not be left unattended. To keep the library clean and free of clutter, and to provide the greatest equity of access to library spaces, unattended items may be placed in the library’s Lost & Found at the AskUs! Desk, or they may be discarded.

2. Building Access

2.1 Animals
Service Animals: Library users with disabilities may be accompanied by service animals.

- https://nau.edu/university-policy-library/service-assistance-animals/

The US Department of Justice states:

- Service dogs are working animals, not pets. The work or task a service dog has been trained to provide must be directly related to the person’s disability.
- Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act (ADA).
In adherence with ADA, Library staff may ask service animal owners two questions:

- Is this animal required because of a disability?
- What work or task has the animal been trained to perform?

**Assistance (Emotional Support) Animals:** NAU does not allow assistance animals inside university buildings, including Cline Library. Disability Resources may provide an accommodation for an assistance animal to reside within campus housing.

**Pets:** NAU prohibits pets inside university buildings, including Cline Library. All pets that enter University grounds must be leashed and accompanied at all times. Users who leave unattended pets outside the library will be contacted if possible and asked to stay with their pet. If the user cannot be contacted the pet may be taken to the Coconino Humane Society.

Library users with animals other than service animals will be asked to leave.

**2.2 Bicycles and Motorized Transportation**
Bicycles and motorized transportation devices are not allowed inside the library or within 25 feet of the main entrance. This policy does not pertain to ADA defined devices.

- Scooters, skateboards, and unicycles may be carried into the library. They should be stowed on the floor to avoid creating a trip hazard.

**2.3 Building Access**
Between 9pm and 7am only currently affiliated NAU and CCC users are permitted to enter Cline Library. Users may be required to provide proof of current affiliation. Non-affiliated users may be asked to leave.

**2.4 MakerLab**
The Cline Library MakerLab is intended to support the educational, research, and public service missions of NAU. [Use of the MakerLab is subject an additional set the policies](https://nau.edu/library/makerlab-use-policies/). Users who fail to comply with these policies may lose MakerLab and Cline Library privileges.

**2.5 Minors in the Library**
Northern Arizona University requires appropriate, reasonable safeguards for the supervision, care, and protection of non-student participants not yet 18 years of age in programs operated by the University or by third-parties that use University facilities.

Non NAU-student minors must be accompanied by an authorized adult, parent or legal guardian while using Cline Library. If a minor is in the library without adult supervision, library staff may attempt to contact a parent or guardian. The NAU Police Department may be notified as appropriate.

- [https://nau.edu/university-policy-library/supervision-of-non-student-minors/](https://nau.edu/university-policy-library/supervision-of-non-student-minors/)

**2.6 Noise Levels**
Library users and staff should be courteous to others by keeping noise levels at a minimum. The Cline Library has several designated areas to accommodate differing levels of noise:

Revised 2/2019
• Silent study on the west end of the third floor
• Quiet study on the west end of the second floor and east end of the third floor.

2.7 Posters and Flyers
Cline Library provides a bulletin board for NAU and CCC related posters and announcements. All posters must include the NAU or CCC logo and department name or contact associated with the event or announcement being advertised. Because of limited space, posters should be for one-time current events. Content that does not display NAU or CCC affiliation will be discarded.

Cline Library does not allow the distribution of flyers without permission. Please contact the Head of User Services and Experience at 928-523-9229 or the Library’s Director of Communication and Development at 928-523-0342 for permission. Flyers distributed without permission will be discarded.

2.8 Reporters, Photography, Recording and Filming in the Library
Users should obtain library permission before taking photographs or filming in the library.

• Reporters should contact the Library’s Director of Communication and Development for requests to comment (928-523-0342).
• Photographers and filmmakers should contact the Library’s Director of Communication and Development for permission to photograph or film in Cline Library.
  o Student projects
  o Projects, news stories not about the library.
• Images and recordings of students or other users in Cline Library are allowed with the individuals’ permission.
• Photographing, filming, or recording a library user without their consent is a violation of the ABOR Student Code of Conduct (prohibited conduct #25).
  o Cline Library may coordinate with the NAU Police Department when this policy is violated. Users may be asked to leave.

2.9 Room Use
Lights must stay on in study and studio rooms when occupied. Users who do not comply with this policy will be asked to turn on the lights or leave.

Windows may not be covered. Room occupancy cannot exceed capacity. Library staff will remove window coverings and assist users with finding larger capacity space as needed.

3. Computer Access/Use

3.1 Censorship and Library Resources
Cline Library adheres to the Association of College and Research Libraries’ “Standards for Libraries in Higher Education.”

“Libraries advance professional values of intellectual freedom, intellectual property rights and values, user privacy and confidentiality, collaboration, and user-centered service.”

• Cline Library does not censor content available through library resources.

Revised 2/2019
• Users are responsible for ensuring the content they view is lawful (see Criminal Behavior section above).

3.2 Guest User Computer Policy
Cline Library provides guest-use computers for visitor access to Cline Library’s resources.
Guest computer use is available 1 hour per day per user. Each guest account is afforded up to 20 black & white prints per week.

Misuse of guest computers or guest computer login information may result suspension of guest computer privileges.

3.3 Wireless and Wired Access
Users who access the NAU network via technology available in Cline Library will be held to the NAU Appropriate Use of Information Technology Resources policy.

University Policy Library, Northern Arizona University

Revised 2/2019